REPLY TO
ATTENTION OF

AFLG-PRO   10 Sep 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-42, Procuring Guidance for Year 2000 (Y2K) Compliance.

1. Recommend the following language be included in all solicitations effective immediately:

"In accordance with FAR 39.106, the contractor shall ensure that all procurements for construction, supplies or services and all information technology (IT) contained therein shall be Year 2000 Compliant.

For new contracts, the contractor shall

a.   Perform, maintain, and provide an inventory of all major components to include structures, equipment, items, parts and furnishings under this contact and each task/delivery order, which may be affected by the Y2K compliance requirement.

b.   Indicate whether each component is currently Y2K compliant or requires an upgrade for compliance prior to government acceptance."

For Y2K contract compliance for new or commercial off-the-shelf IT supply and/or services products or systems consisting of hardware, software, firmware, middleware, or a combination thereof, the contracting officer should include the following language in the PWS and/or descriptions of tasks under task order contracts:

AFLG-PRO
SUBJECT: Contracting Information Letter (CIL) 98-42, Procuring
Guidance for Year 2000 (Y2K) Compliance.

**"The contractor shall ensure products provided under this
contract, to include hardware, software, firmware, and middle
ware, whether acting along or combined as a system, are Year
2000 compliant as defined in FAR Part 39."**

For existing IT supply and maintenance contracts, the
contracting officer, when modifying an existing supply or
maintenance contract for hardware, software, firmware,
middleware or combinations thereof which will continue in use
beyond 31 Dec 99, should use the following language as
appropriate:

**"The contractor shall accomplish and document modifications
necessary to ensure products previously provided, or products to
be provided or maintained in the future under this contract, to
include hardware, software, firmware, and middleware, whether
acting alone or combined as a system, shall be Year 2000
compliant as defined in FAR Part 39.**

2. Information technology systems, equipment, and device
categories to consider include:

    a. Communications:

        (1) Switches
        (2) Controllers

    b. Non IT infrastructure support

        (1) Base operations infrastructure devices with embedded
microprocessors
        (2) Automated systems
        (3) Manufacturing and process controls
        (4) Centralized security systems
        (5) Time keys for secure communications systems
        (6) Centralized HVAC systems
        (7) Traffic light/control systems

AFLG-PRO
SUBJECT: Contracting Information Letter (CIL) 98-42, Procuring
Guidance for Year 2000 (Y2K) Compliance.

c. Non IT systems, equipment and device categories to
consider include:

(1) Office systems and mobile equipment --telephones,
faxes, still and video cameras;
(2) Building systems --lighting system, backup lighting
and generators, fire control systems, HVAC, elevators,
escalators, lifts, security systems, security cameras, closed
circuit TV systems, access control systems, safes/vault door
locks, and landscaping systems (sprinkler/irrigation);
(3) Manufacturing and process control - manufacturing
plants, water and sewage treatment systems, power stations/power
grid systems, oil storage facilities, simulators, test equipment
used to program, monitor and test control systems, shelf-life
calculations, ordering systems to include acceptance/
distribution;
(4) Transportation - airplanes, trains, buses, marine
craft, automobiles, trucks, traffic control systems, radar
systems, ticketing systems, command and control systems,
emergency equipment, and photo surveillance systems;
(5) Banking, finance and commercial - automated teller
machines, credit card systems, point of sales systems,
payroll/retirement, and vending machines;
(6) Miscellaneous monitoring systems - energy metering
(electricity and natural gas), environmental monitoring
equipment, training recertification (historical databases
reliant on time, chemical exposure, equipment calibration, and
air/water quality.

3. The following instructions for purchases of IT and non-IT
items made with the government-wide Commercial Purchase Card
apply.

a. All International Merchant Purchase Authorization Card
(IMPAC) cardholders and Approving Officials must ensure that
equipment and software purchases are Y2K compliant. When making
a purchase, if the item has a date function, the cardholder is
required to obtain confirmation from the vendor that the item is
Y2K compliant and/or that free upgrades will be provided to
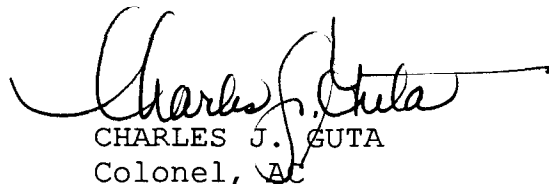ensure Y2K compliance on infrastructure devices.

AFLG-PRO
SUBJECT: Contracting Information Letter (CIL) 98-42, Procuring
Guidance for Year 2000 (Y2K) Compliance.

b.   Items, which may require Y2K compliance, include
personal computers, facsimile machines, digital cameras,
thermostats, security systems, etc. The cardholder shall obtain
written certification from the vendor/merchant that the item is
Y2K compliant, IAW FAR 39. In the event that the product
packaging (box, label, insert, etc.) indicates Y2K compliance,
the IMPAC card purchaser should retain the packaging for
documentation as evidence of the Y2K compliance certification.
While working with vendors, it is important to create a paper
trail for future reference by documenting your interaction with
the vendor.

c.   Directors of Contracting/Chiefs of Contracting Offices
shall ensure IMPAC training classes contain information on Y2K
compliance described herein and inform current cardholders/
Approving Officials of this requirement.

4.   For additional information, please contact Irene E. Hamm
hammi@forscom.army.mil or 404/464-5632.

CHARLES J. GUTA
Colonel, AC
Chief, Contracting Div, DCSL&R
Principal Assistant Responsible
   for Contracting